

**Edge of the Woods
Native Plant Nursery, LLC
Job Description
Landscape Assistant**

Job Title: Landscape Assistant
Reports To: Landscape Supervisor (Liz)
FLSA Status: Non-Exempt

Summary Assist team as needed to ensure the landscape job is completed as specified with a high level of quality and attention to detail. Assist with plant identification and plant selection for landscape restorations as needed

Duties and Responsibilities include the following. Asterisk items are essential. Other duties may be assigned.

Landscape job preparation:

1. Communicates with LS and LA- Crew leader to prepare equipment needed for the day*
2. Assists with plant loading and documenting for the jobs of the day*
3. Assists with the organization of the trucks in the morning*
4. Performs truck checks, observes any needed repairs*

Landscape assistant:

1. Performs actions such as weeding, watering, mulching*
2. Performs actions such as planting and transplanting plant material – Perennials, shrubs and trees in container and B&B*
3. Performs actions such as pruning trees, shrubs and perennials for plant health*
4. Assists with site set up of plant materials, including loading and unloading.*
5. Sorts, contains and removes debris. Transport debris to recycling center as needed*

Landscape Equipment

1. Communicates with the supervisor needed equipment for the day*
2. Ensures all tools and equipment as sorted into proper trucks and returned to the proper truck or building. *
3. Handles hand tools, power tools and other equipment safely. Uses tools properly as intended. Helps maintain tools and equipment in proper working order.*

4. Maintains a clean and organized job site staging area.*
5. Uses safe practices when working with any of equipment according to the company safety policies.*
6. Ensures all tools and equipment needed for a job are taken and returned to the nursery.
7. Assists with rental equipment operation. Understands safe operation and assists other in learning operation.
8. Assess tools for repair and if new tools are needed
9. Uses all tools according to company safety policy.*

Performs other duties as assigned

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Horticulture experience desired.

Associate degree (A. A.) or equivalent from two-year college or technical school; or two years related experience and/or training; or equivalent combination of education and experience.

Language Ability:

Ability to read, analyze, and interpret general business materials and manuals, technical procedures, or governmental regulations.

Ability to communicate with supervisors and co-workers. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Math Ability:

Ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume.

Computer Skills:

Understanding of basic computer operations as well as basic email communication and texting.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations

where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions. The employee is occasionally exposed to wet or humid conditions (non-weather); work near moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock and vibration.

Occasional weather related heat and cold extremes.

Equipment:

Drills	Tractors
Shovels	Chain saws
Rakes	Tiller
Pruning saws	Sod cutter
Pruning shears	Dump trailer
Hand tools	Leaf blower
Power tools	Air compressor

Valid Driver's License required. Comfortable driving full size truck and dump trailer. Ability to drive a small tractor or the desire to learn.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must frequently lift and/or move up to 50 pounds. While performing the duties of this job, the employee is regularly required to stand; walk; use hands; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to climb or balance.

Full disclosure of physical restrictions. A doctor's note of physical health is required.

Work Culture

Supports a work culture of trust, care and encouragement among our associates. To bring an atmosphere that will inspire our clients and customers to protect our environment.